

Chapter 10 Grantor and Job Order Number Maintenance Windows



Overview

Use these windows to view, add, modify, duplicate, and delete Grantor data and job order numbers (JONs). A Grantor data record identifies the reimbursable Grantor for a JON associated with an Operations and Maintenance, Navy (O&MN) or Reserve Pay, Navy (RPN) responsibility center (RC). Access to the Grantor Maintenance window is unrestricted. Access to the Job Order Number Maintenance window is defined on the FA User Maintenance window; users can have **No Access**, **Update**, or **Display-Only** access to JON data. To add, modify, duplicate, and delete JONs, users must have **Job Orders Update** access.

You also can add, duplicate, and delete JONs from the FA Maintenance window and Site Maintenance window **Job Order Numbers** tabs. Refer to Chapter 5 for a discussion of the JON options you can perform from the FA Maintenance window. Refer to Chapter 6 for a discussion of the JON options you can perform from the Site Maintenance window. The steps for adding, duplicating, and deleting JONs are similar from any of the three windows.

JONs provide for the accumulation of costs within a fiscal year (FY). Each JON reflects the cost of materials or services incurred on individual transactions for a particular purpose. An authorization may have several JONs. Within the same OPTAR (operating target), one JON may be associated with both labor and non-labor authorizations.

To open the Grantor Maintenance window, select **Grantor** from the **Process** menu.



Figure 10.1
Opening the Grantor
Maintenance
Window

To open the Job Order Number Maintenance window, select **Job Order Numbers** from the **Process** menu or select the **Job Order Numbers** toolbar button.

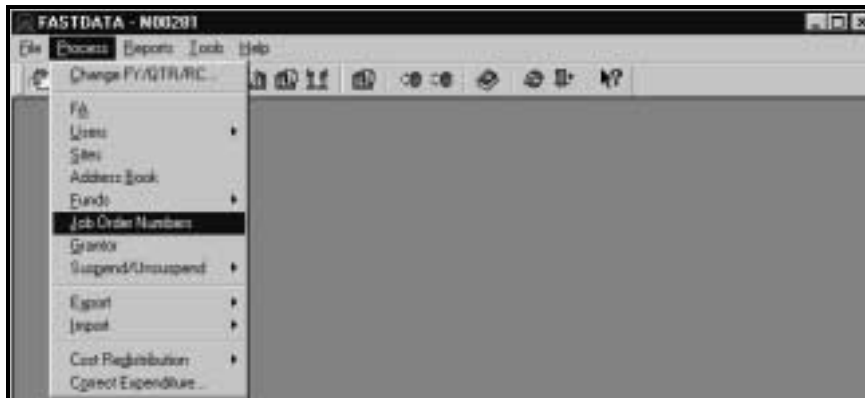


Figure 10.2
Opening the Job Order
Number Maintenance
Window

Restrictions

- All users have access to the Grantor Maintenance window.
- Only users with a FA User Maintenance window **Job Orders Update** level can add, update, and delete JONs on the Job Order Number Maintenance window.
- A FA User Maintenance window **Job Orders Display-Only** level limits users to view-only access to the Job Order Number Maintenance window.
- A FA User Maintenance window **Job Orders No Access** level prevents a user from accessing the Job Order Number Maintenance window.

• Grantor Maintenance Window Objects

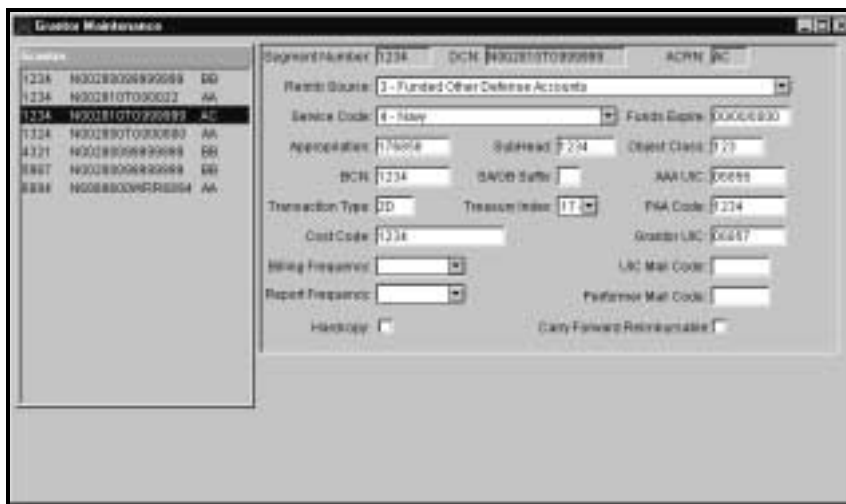


Figure 10.3
Grantor Maintenance
Window

Grantor Data

Lists the Grantors available under the currently active RC.

Segment Number

A locally assigned, four-character alphanumeric code for cost accumulation under an OPTAR, Special Deposit number, or reimbursable work. The Segment Number is display-only.

DCN

Identifies the Grantor document control number (DCN). The DCN is display-only.

ACRN

Identifies the Grantor accounting classification reference number (ACRN). The ACRN is display-only.

Reimb Source

The one-character reimbursable source code identifies the source of a funded reimbursement for appropriations. If the JON associated with the Grantor has been exported to or imported from STARS-FL, this value will be display-only. Valid values include:

Code	Indicates
1	Funded intra-appropriation. The debit and credit sides of reimbursable billings cite the same appropriation.
3	Funded other Defense appropriations (17, 21, 59 and 97).
6	Funded non-Federal sources. Cash advances from foreign governments and private parties.
8	Funded Foreign Military Sales (FMS) trust fund. Reimbursement source from FMS.
A	Funded off-budget Federal agencies. Reimbursements from agencies that are not appropriated, such as the U.S. Postal Service.
D	Funded Military Assistance, Executive.
E	Funded other non-Defense accounts. Reimbursements from non-DOD agencies, such as the U.S. Coast Guard).
#	Non-Federal source collected in advance.

Service Code

Identifies the Grantor's service code. If the Reimbursable Source Code value is **6** or **#**, this value will be blank and display-only. If the JON associated with the Grantor has been exported to or imported from STARS-FL, this value will be display-only. In addition to blank, valid values include the following codes:

Code	Indicates
1	Army
2	Air Force
3	Department of Defense
4	Navy
5	Coast Guard
6	Civil Service
7	Federal Emergency Management Agency
8	National Oceanic and Atmospheric Administration

Funds Expire

Contains the date on which the associated funding will expire for obligating purposes.

Appropriation

Identifies the funds authorized by Congress for use by the government to incur obligations and expenditures. The first two positions of the value indicate the beginning fiscal year of the appropriation and the last four positions identify the appropriation symbol. If the **Reimbursable Source Code** value is **1**, the last four characters must match the last four characters of the RC's appropriation. If the **Reimbursable Source Code** value is **3**, the Grantor **Appropriation** value cannot be the same as the RC's. If the **Reimbursable Source Code** value is **8**, the Grantor **Appropriation** value must be **8242**. If the JON associated with the Grantor has been exported to or imported from STARS-FL, this value will be display-only.

SubHead

Identifies charges and credits to the first level of subdivisions of appropriations and funds.

Object Class

A three-character code that classifies the nature of services, articles, or other items involved, as distinguished from identifying the purpose for which obligations are incurred. Except for financial transactions affecting the international balance of payments, this value should be zeroes.

BCN

The five-character Bureau control number (BCN) is a multiple use element assigned to the next subdivision of funds below the Subhead. It is either the actual BCN (UIC of the activity receiving the funds) or the budget project and allotment number. If the JON associated with the Grantor has been exported to or imported from STARS-FL, this value will be display-only.

SA/OB Suffix

A one-character code that identifies the subdivision of an allotment. If the JON associated with the Grantor has been exported to or imported from STARS-FL, this value will be display-only.

AAA UIC

The five-character authorizing accounting activity (AAA) UIC identifies an activity designated to perform accounting for another activity. If the JON associated with the Grantor has been exported to or imported from STARS-FL, this value will be display-only.

Transaction Type

The two-character transaction type code identifies the type of transaction, such as stores account purchase, plant property account purchase, or a transaction of special interest.

Treasury Index

The two-digit Department of Treasury code identifies the governmental department to whom the funds being specified are appropriated or the department responsible for administering the funds. Refer to Reference Help for a listing of valid codes.

PAA Code

The six-character property accounting activity (PAA) code identifies the UIC of the activity acquiring plant property when funds being charged are an other procurement, Navy (OPN) allotment.

Cost Code

Used as the source of any information needed for the preparation of reports that require detail beneath the level identified in the remainder of the accounting classification code data.

Grantor UIC

The five-character UIC of the Grantor.

Billing Frequency

A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies how frequently the customer requests billing. Valid values are **Monthly**, **Quarterly**, and upon **Completion**.

UIC Mail Code

A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies a specific address for hard-copy billings and reports.

Report Frequency

A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies how frequently the customer requests financial reporting. Valid values are **Monthly**, **Quarterly**, and upon **Completion**.

Performer Mail Code

The performer mail code identifies the address of the person performing the work.

Hardcopy

If checked, indicates that the customer requires a hard-copy bill or report.

Carry Forward Reimbursable

If checked, indicates that unused reimbursable authorizations from a current fiscal year JON will automatically transfer to a new fiscal year JON that is being rolled over.

Grantor Maintenance Window Options

- **Add a new Grantor**
- **Duplicate an existing Grantor data record**
- **Modify a Grantor data record**
- **Delete a Grantor**

Steps for Adding a New Grantor

Use the New Grantor window to add new Grantor data records for use with reimbursable JONs. When you create a new Grantor data record, it will be available for selection on the Job Order Number window **Grantor** tab, where you can then associate the Grantor with a particular JON, if desired. Multiple JONs can have the same reimbursable grantor.

1. Select **Grantor** from the **Process** menu. The Grantor Maintenance window will open. Existing data records, if any, will be listed in the **Grantor** list box.

Tip If you wish to view data on a particular Grantor, select the desired record from the **Grantor** list box. Associated data will display in the detail portion of the Grantor Maintenance window.

2. Select the **File** menu **New** item or select the toolbar **New** button. The New Grantor window will open.

Figure 10.4
New Grantor
Window

3. Enter the required locally assigned four-character alphanumeric **Segment Number**.
4. Enter the required **DCN** and **ACRN**.
5. Select the desired reimbursable source code from the **Reimb Source** drop-down list. You must select a value.
6. Select the desired code associated with the Grantor from the **Service Code** drop-down list. You must select a value if the reimbursable source code is other than **6** or **#**.
7. If applicable, enter the optional corresponding **Funds Expire** date. You must enter a value that is greater than the current date if you check the **Carry Forward Reimbursable** check box.
8. Enter the required **Appropriation**, **SubHead**, and **BCN** if the reimbursable source code is other than **6** or **#** and the service code is **4** (Navy). Additionally, for the six-character appropriation, if the reimbursable source code is **1**, the grantor appropriation value must be the same as the RC's. If the reimbursable source code is **3**, the grantor appropriation value cannot be the same as the RC's appropriation. If the reimbursable source code is **8**, the grantor appropriation value must be **8242**, preceded by the two-digit fiscal year code.
9. Enter the required five-digit **AAA UIC**, preceded by a **0** (zero), if the reimbursable source code is other than **6** or **#** and the service code is **4** (Navy).

10. Select a value from the **Treasury Index** drop-down list if the reimbursable source code is other than **6** or **#** and the service code is **4** (Navy) and the **Appropriation** field is not blank.
11. Enter the required five-character **Grantor UIC**.
12. If you wish to enter data on any other optional New Grantor window field, select the desired field and enter the applicable data.
13. Select the **Save** button. FASTDATA will inform you that the new Grantor was successfully saved.

The 'New Grantor' window contains the following fields and values:

- Segment Number: 1349
- DCN: N0028100MP0105
- ACRN: AA
- Reimb Source: 8 - Funded Foreign Military Sales (FMS) Trust Fund
- Service Code: 4 - Navy
- Funds Expire: 12/31/2002
- Appropriation: 178242
- SubHead: 1905
- Object Class:
- BCN: 68055
- SA/DB Suffix: 5
- AAA UIC: 03449
- Transaction Type: 2D
- Treasury Index: 00
- PAA Code:
- Cost Code:
- Grantor UIC: 55038
- Billing Frequency: Completion
- UIC Mail Code:
- Report Frequency: Completion
- Performer Mail Code:
- Hardcopy: ☐
- Carry Forward Reimbursable: ☒

Grantor 1349 N0028100MP0105 AA was successfully saved.

Buttons: Save, Close, Help

Figure 10.5
Adding a New Grantor

If you have more Grantors to add, continue entering new data and saving it.

14. When you have entered all desired new Grantor data, select the **Close** button to close the New Grantor window.

The 'Grantor Maintenance' window shows a list of grantors on the left and the details of the selected grantor on the right.

Grantor List (Left):

Segment Number	DCN	ACRN
1234	N0028089008900	05
1234	N0028107008922	AA
1234	N0028107008998	AC
1234	N0028067008900	AA
1349	N0028100MP0105	AA
4321	N0028089008900	05
8887	N0028089008900	05
8884	N0028089008900	AA

Grantor Details (Right):

- Segment Number: 1349
- DCN: N0028100MP0105
- ACRN: AA
- Reimb Source: 8 - Funded Foreign Military Sales (FMS) Trust Fund
- Service Code: 4 - Navy
- Funds Expire: 12/31/2002
- Appropriation: 178242
- SubHead: 1905
- Object Class:
- BCN: 68055
- SA/DB Suffix: 5
- AAA UIC: 03449
- Transaction Type: 2D
- Treasury Index: 00
- PAA Code:
- Cost Code:
- Grantor UIC: 55038
- Billing Frequency: Completion
- UIC Mail Code:
- Report Frequency: Completion
- Performer Mail Code:
- Hardcopy: ☐
- Carry Forward Reimbursable: ☒

Figure 10.6
New Grantor Data Record

The new Grantor data record will display on the Grantor Maintenance window.

■ Steps for Duplicating an Existing Grantor Data Record

Duplicating a Grantor data record lets you add new data that will contain much of the same information as an existing data record.

1. On the Grantor Maintenance window, select the Grantor you wish to duplicate from the **Grantor** list box.
2. Select the **File** menu **Duplicate** item or select the toolbar **Duplicate** button. The New Grantor window will open. Data from the selected record will display on the applicable fields.
3. Modify any of the desired default data and add new data, as applicable.
4. Select the **Save** button.
5. Select the **Close** button to close the New Grantor window.

■ Steps for Modifying a Grantor Data Record

1. On the Grantor Maintenance window **Grantor** list box, select the Grantor you wish to modify.

The screenshot shows the 'Grantor Maintenance' window. On the left is a list box containing several grantor records with columns for Grantor Number, Name, and Type. The record with Grantor Number 1234 is selected. On the right is a detailed form for the selected grantor. The form includes fields for Grantor Number (1234), DCN (18220110002), and ACRN (AA). It also has a 'Name Source' dropdown set to 'Funded Non-Federal Sources'. Other fields include Service Code, Funds Expired (1/30/00), Appropriation, Subfund, Object Class (222), DCN, SAVG Ratio, AAA UID, Transaction Type (CC), Treasury Index, PAA Code, Cost Code, Grantor UID, Billing Frequency, LIC Mail Code, Repeat Frequency, Personnel Mail Code, and checkboxes for Hardcopy and Carry Forward Reimbursable.

Figure 10.7
Modifying a
Grantor Data
Record

2. Modify the desired value(s) on the Grantor Maintenance window detail section of the window.

The values you can update on this window depend on whether the grantor is associated with a JON that has been exported to or imported from STARS-FL. If the grantor is associated to any JON that has been exported to STARS-FL, most values will be view-only.

3. Select **Save** from the File menu or select the **Save** button on the toolbar.

■ Steps for Deleting a Grantor

You cannot delete a Grantor data record that is used for a JON.

1. On the Grantor Maintenance window **Grantor** list box, select the Grantor you wish to delete.
2. Select the **File** menu **Delete** item or select the toolbar **Delete** button. FASTDATA will ask you to confirm the deletion.

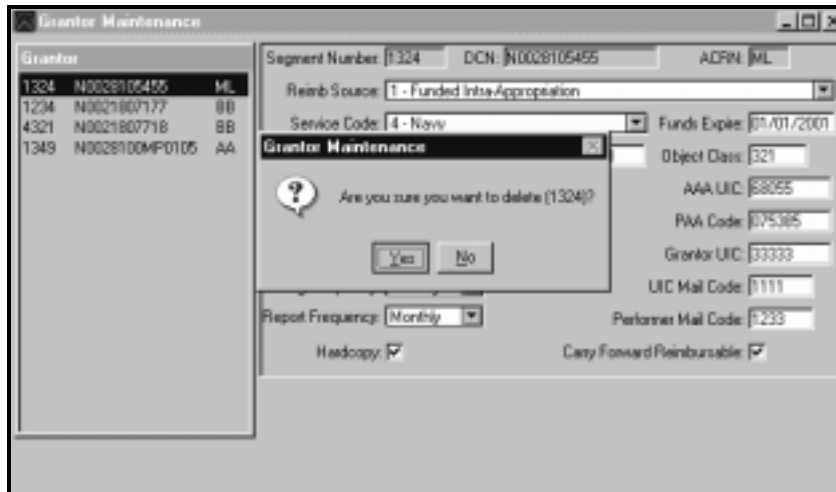


Figure 10.8
Deleting a
Grantor

3. Select the **Yes** button to confirm the record deletion. The selected Grantor is deleted from the database.

• Job Order Number Maintenance Window Objects

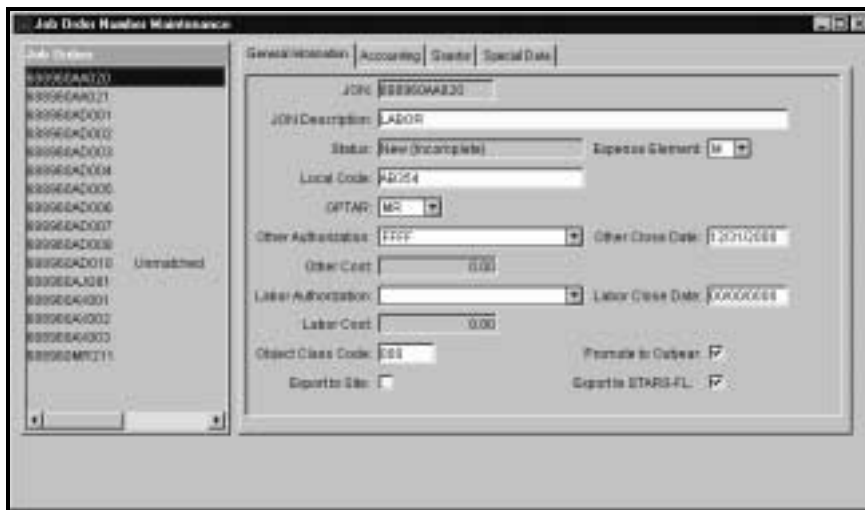


Figure 10.9
Job Order Number
Maintenance
Window General
Information Tab

Job Orders

Lists the available JONs based on the currently active RC.

Job Order Number Maintenance Window General Information Tab Objects

The Job Order Number Maintenance window **General Information** tab displays FASTDATA information for the selected JON. Elements that you can update vary, depending on whether the JON has been exported or not.

JON

Displays the selected 11-character alphanumeric code identifying an accounting transaction. The first five characters are the UIC; the next number indicates the last position of the fiscal year for which the JON is active, and the last five digits identify the serial number.

JON Description

Briefly describes the JON. When modifying a JON, you can change this value.

Status

Identifies the selected JON's status. Status values include **New (Incomplete)**, **New (Complete)**, **New (Unacknowledged)**, **New (In Error)**, **Acknowledged**, **Modified (Complete)**, **Modified (Unacknowledged)**, and **Modified (In Error)**.

Expense Element

Identifies the type of obligation or expense charge below the function/sub-function level. Any or all expense elements can be incurred under a given functional category or cost account.

Local Code

A five-character, user-established code that identifies document types and groupings for reporting purposes. When modifying a JON, you can change this value.

OPTAR

Identifies the OPTAR associated with the JON.

Other Authorization

Identifies the non-labor authorization associated with the JON. If the JON is not matched to an authorization, this value will be **Unmatched**. When modifying a JON, you can select a different value from the **Other Authorization** drop-down list if the JON has not been exported to the site.

Other Close Date

The date on which the associated other authorization is closed to transactions. When modifying a JON, you can change this date.

Other Cost

Identifies the non-labor obligated amount.

Labor Authorization

Identifies the labor authorization associated with the selected JON. If the JON is not matched to an authorization, this value will be **Unmatched**. When modifying a JON, you can select a different value from the **Labor Authorization** drop-down list if the JON has not been exported to the site.

Labor Close Date

The date on which the associated labor authorization is closed to labor transactions. When modifying a JON, you can change this date.

Labor Cost

Identifies the obligated labor amount.

Object Class Code

An element in the Accounting Classification long line of accounting (LOA). Except for reimbursement collection documents or expenditure transactions that affect the International Balance of Payments (IBOP), this three-character code will be **000** (zeroes). When modifying a JON, you can change this value.

Promote to Outyear

Controls whether the selected JON is included when you run the Outyear utility to promote RCs and their associated OPTARs, authorizations, JONs, sites, serial ranges, and Grantor data records to the outyear. Checking this box will include the JON in the outyear process.

Export to Site

Controls whether the selected JON will be included the next time you export RCs, OPTARs, authorizations, and JONs to the site.

Export to STARS-FL

If the JON's status is **Complete** and this check box is checked, the selected JON will be included in your next export to STARS-FL. If the selected JON has been exported to STARS-FL, you cannot uncheck this check box.

Job Order Number Maintenance Window Accounting Tab Objects

The Job Order Number Maintenance window **Accounting** tab contains O&MN, RPN, or Allotment accounting information, depending on the RC's System Code. Elements on the tab vary, depending on the type accounting information associated with a JON.

O&MN Accounting Information

The screenshot shows the 'Job Order Number Maintenance' window with the 'Accounting' tab selected. On the left is a list of JONs, with '00000000000000000000' selected. The right pane contains a form for editing the selected JON. The form has several sections: 'Appropriation Type' (RMS Operations O&MN and D&R Funding), 'PAA Code' (00000), 'Cost Center' (01), 'Fund' (01), 'Cost Account' (0000), 'MODS Program' (0000), 'NEPRO' (0000), 'Program Element' (0000), 'Housing' (checked), 'Public Works' (unchecked), 'Flang House' (unchecked), 'Fleet Property' (unchecked), 'Street Maintenance' (unchecked), 'Labor Class' (000), 'Street Limitation' (000), 'Chargeable LCR' (0000), 'Sub Cost Center' (0000), 'Substation' (0000), 'SAG' (0000), and 'RSC' (0000). The 'Unmatched' label is visible next to the JON list.

Figure 10.10
Job Order Number
Maintenance
Window
Accounting Tab –
O&MN Funds

When the selected JON is for an O&MN RC, the **Accounting** tab contains O&MN accounting data. After the JON has been exported to STARS-FL, you can, in most cases, only update the **Cost Center**, **Sub Cost Center**, or **MIC** fields; however, unless otherwise noted, if the JON status is **New (In Error)** or **Modified (In Error)**, most values will be updateable.

Appropriation Type

Identifies the type of the appropriation, based on the RC's System Code value. For O&MN type RCs, this display-only value is **RMS Operations (O&MN and DBOF funding)**.

PAA Code

The property accounting activity code is the six-character code that identifies the UIC of the activity acquiring plant property when funds being charged are an OPN Allotment or a National Guard Reserve Investment appropriation.

Chargeable UIC

The five-character chargeable UIC identifies a functional unit under an OPTAR, such as a detachment, that may or may not have authority to enter obligation data depending on the command structure of the fund administering activity. For an O&MN JON, this value defaults to the associated RC's BCN.

Cost Center

A two-character code that identifies an organizational division, such as a department or squadron, for purposes of cost accumulation and distribution. Cost centers are subordinate to responsibility centers.

Sub Cost Center

A two-character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution.

Function

A one-character code designed to collect expense and gross adjusted obligation information required by DOD and to fulfill the management requirements of the Navy and Marine Corps.

Subfunction

A one-character code that further breaks down the Function code. A value of **Z** denotes a reimbursable association.

Cost Account

A four-character code that identifies the purpose of the cost, such as a managerial expense classification. This value must match a valid cost account code unless the **Major Claimant Indicator** value is **C** on the STARS-FL End of Month (EOM) table.

SAG

The two-character subactivity group (SAG) code identifies breakouts of financial data in accounting for expenses and gross adjusted obligations contained in operating budgets and financed by O&MN appropriations.

MOBIS Program

A four-character code used by the Management, Organizational, and Business Improvement Services (MOBIS) program.

MIC

A five-character management information code (MIC) used in STARS-FL. After the JON has been exported to STARS-FL, you can edit this value if necessary.

MEPRS

A four-character code used by the Medical Expense Performance Reporting System (MEPRS) to identify expense transactions for BUMED activities.

Signal

A STARS-FL indicator that controls whether a standard, single-year, reimbursable JON is included in the STARS fiscal year-end rollover process.

Program Element

A six-character code that provides a more detailed breakdown of major programs.

Direct Program Group

A four-character locally assigned code for cost accumulation under an OPTAR or Special Deposit number. This window element does not display for reimbursable JONs.

Housing

Indicates whether the JON data is included in the STARS-FL Housing Cost Report. This check box will be active only if the last character of the cost account code is **F**, **H**, or **K**. Checking this box enables the **Housing** data fields on the JON Maintenance window **Special Data** tab. After the JON has been exported to STARS-FL, this value will be protected.

Public Works

Indicates whether data for the selected JON is used for STARS-FL Public Works reporting. Checking this box enables the **Public Works** data fields on the JON Maintenance window **Special Data** tab.

Flying Hours

Indicates whether data for the selected JON is used for STARS-FL flying hour cost reporting. Checking this box enables the **Flying Hours** fields on the JON Maintenance window **Special Data** tab. After the JON has been exported to STARS-FL, this value will be protected.

Plant Property

Indicates whether data for the selected JON is used for STARS-FL plant property reporting. Checking this box enables the **Plant Property** data fields on the JON Maintenance window **Special Data** tab.

Ships Maintenance

Indicates whether data for the selected JON is used for STARS-FL ships maintenance reporting. Checking this box enables the **Ships Maintenance** data fields on the JON Maintenance window **Special Data** tab.

Tab A/B

Indicates whether data for the selected JON is used for STARS-FL Tab A/B reporting.

Labor Class

Identifies a labor category used to collect labor costs and hours for STARS-FL Tab A/B and Public Works reporting. This value will be protected if the selected JON does not have a Labor Authorization or the JON has been exported to STARS-FL and its status is other than **Modified (In Error)** or **New (In Error)**. Refer to the Accounting Tab (O&MN) – JON Maintenance Window topic in Reference Help for a list of values.

Stores Limitation

Used with the **Cost Account** value in O&MN and allotment JONs to limit the JON's use to a specific purpose and Expense Element. Valid values include:

Code	Indicates	For use with JON that has
Empty		Either labor or other authorization
1	Navy stock fund material only	Only other authorizations
2	Appropriation purchases account material	Only other authorizations
3	No material charges authorized	Only other authorizations
4	Civilian labor only	Only labor authorization
5	Military labor only	Only labor authorization
6	Civilian and military labor only	Only labor authorization
7	No labor charges authorized	Only labor authorization

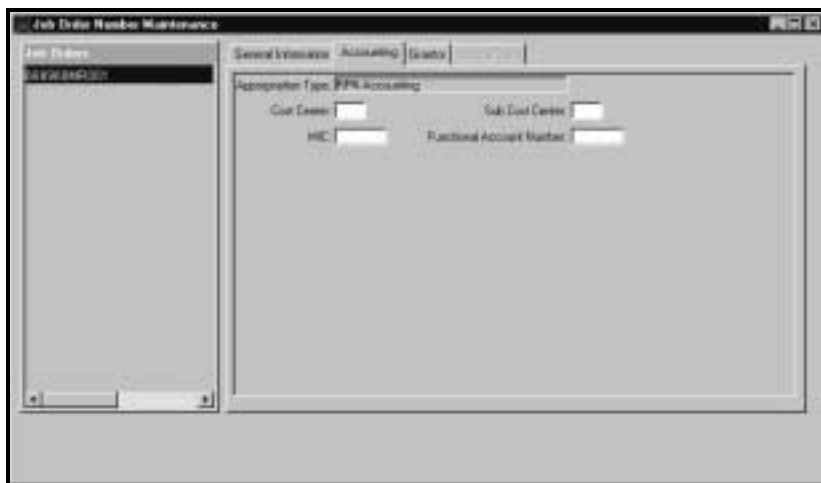
RPN Accounting Information

Figure 10.11
Job Order Number
Maintenance
Window Accounting
Tab – RPN Funds

When the selected JON is for an RPN RC, the Job Order Number Maintenance window **Accounting** tab contains RPN accounting data. With the exception of the **Appropriation Type**, you can update any value on this tab for RPN funds, regardless of export status.

Appropriation Type

Identifies the type of the appropriation, based on the RC's System Code value. For RPN type RCs, this display-only value is **RPN Accounting**.

Cost Center

A two-character code that identifies an organizational division, such as a department or squadron, for purposes of cost accumulation and distribution. Cost centers are subordinate to RCs.

Sub Cost Center

A two-character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution.

MIC

A five-character management information code used in STARS-FL.

Functional Account Number

A five-digit number used to classify an Allotment transaction's purpose.

Direct Program Group

A four-character locally assigned code for cost accumulation under an OPTAR or Special Deposit number. This window element does not display for reimbursable JONs.

Allotment Accounting Information

The screenshot shows the 'Job Order Number Maintenance' window with the 'Accounting' tab selected. On the left, a list of JONs is displayed: 002018PW001, 002018PW002, 002018PW003, and 002018PW004. The right pane contains a form for editing accounting data. The 'Appropriation Type' is set to 'Allotment Accounting Operations'. Other fields include 'Chargeable IFC', 'Direct Program Group', 'Cost Center', 'Sub Cost Center', 'Task Assignment', 'Allotment OPTAR', 'Budget Fund', 'Program Element', 'Functional Account Number', 'PAA Code' (set to 000201), and 'Stock Limitation' (set to 0).

Figure 10.12
Job Order Number
Maintenance
Window Accounting
Tab – Allotment
Funds

When the selected JON is for an Allotment RC, the Job Order Number Maintenance window **Accounting** tab contains allotment accounting data. After the JON has been exported to STARS-FL, you can, in most cases, only update the **Direct Program Group**, **Cost Center**, **Sub Cost Center**, and **MIC** fields. The exception is when the JON status is **New (In Error)** or **Modified (In Error)**, in which case most values will be updateable.

Appropriation Type

Identifies the type of the appropriation, based on the RC's System Code value. For Allotment type RCs, this display-only value is **Allotment Accounting Operations**.

Chargeable UIC

The five-character chargeable UIC identifies a functional unit under an OPTAR, such as a detachment, that may or may not have authority to enter obligation data depending on the command structure of the fund administering activity. For an Allotment JON, this value defaults to the associated responsibility center's BCN.

Direct Program Group

A four-character locally assigned code for cost accumulation under an OPTAR or Special Deposit number. This element does not display for reimbursable JONs.

Cost Center

Two-character code that identifies an organizational division for purposes of cost accumulation and distribution. Cost centers generally equate to departments, units, or squadrons and are subordinate to RCs.

Sub Cost Center

A two-character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution.

Task Assignment

A STARS-FL code that identifies a task.

MIC

A five-character STARS-FL management information code.

Allotment OPTAR

Identifies the Allotment OPTAR.

Budget Fund

A STARS-FL code that identifies a budget fund.

Program Element

A six-character code that identifies a more detailed breakdown of major programs.

Functional Account Number

A five-digit number used to classify an Allotment transaction's purpose.

Stores Limitation

Used with the **Cost Account** value in O&MN and Allotment JONs to limit the JON's use to a specific purpose and expense element. Valid values include:

Code	Indicates	For use with JON that has
Empty		Either labor or other authorization
1	Navy stock fund (NSA) material only	Only other authorizations
2	Appropriation purchases account material	Only other authorizations
3	No material charges authorized	Only other authorizations
4	Civilian labor only	Only labor authorization
5	Military labor only	Only labor authorization
6	Civilian and military labor only	Only labor authorization
7	No labor charges authorized	Only labor authorization

Job Order Number Maintenance Window Grantor Tab Objects

When the selected JON is for an O&MN or RPN RC with a reimbursable OPTAR, you can select the **Grantor** tab and then select the **Reimbursable Grantor**, unless the associated JON has been exported to STARS-FL, in which case the **Reimbursable Grantor** field is protected. All other values on the **Grantor** tab are protected and are created and maintained via the Grantor Maintenance window.

Figure 10.13
Job Order Number
Maintenance Window
Grantor Tab

Reimbursable Grantor

Identifies the source of the reimbursement.

Segment Number

A locally assigned, four-character alphanumeric code for cost accumulation under an OPTAR, Special Deposit number, or reimbursable work.

DCN

Identifies the document control number.

ACRN

Identifies the accounting classification reference number.

Reimb Source

The one-character reimbursable source code identifies the source of a funded reimbursement for appropriations. If the JON associated with the Grantor has been exported to or imported from STARS-FL, this value will be display-only. Valid values include:

Code	Indicates
1	Funded intra-appropriation. The debit and credit sides of reimbursable billings cite the same appropriation.
3	Funded other Defense appropriations (17, 21, 59 and 97).
6	Funded non-Federal sources. Cash advances from foreign governments and private parties.
8	Funded Foreign Military Sales (FMS) trust fund. Reimbursement source from FMS.
A	Funded off-budget Federal agencies. Reimbursements from agencies that are not appropriated, such as the U.S. Postal Service.
D	Funded Military Assistance, Executive.
E	Funded other non-Defense accounts. Reimbursements from non-DOD agencies, such as the U.S. Coast Guard).
#	Non-Federal source collected in advance.

Service Code

Identifies the Grantor's service code. If the Reimbursable Source Code value is **6** or **#**, this value will be blank and display-only. If the JON associated with the Grantor has been exported to or imported from STARS-FL, this value will be display-only. In addition to blank, valid values include the following codes:

Code	Indicates
1	Army
2	Air Force
3	Department of Defense
4	Navy
5	Coast Guard
6	Civil Service
7	Federal Emergency Management Agency
8	National Oceanic and Atmospheric Administration

Funds Expire

Identifies the date on which the associated funding will expire for obligating purposes.

Appropriation

Identifies funds authorized by Congress for use by the government to incur obligations and expenditures. The first two characters identify the appropriation's beginning fiscal year and the last four characters are the appropriation symbol.

SubHead

Identifies charges and credits to the first level of subdivisions of appropriations and funds.

Object Class

A three-character, user-defined value.

BCN

The five-character Bureau control number is a multiple use element assigned to the next subdivision of funds below the SubHead. It is either the actual BCN (UIC of the activity receiving the funds) or the budget project and allotment number.

SA/OB Suffix

A one-character code that identifies the subdivision of an allotment.

AAA UIC

The five-character authorizing accounting activity UIC identifies an activity designated to perform accounting for another activity.

Transaction Type

The two-character transaction type code identifies the type of transaction, such as stores account purchase, plant property account purchase, or a transaction of special interest.

Treasury Index

A two-digit Department of Treasury code identifying the governmental department to whom the funds being specified are appropriated or the department responsible for administering the funds. Refer to Reference Help for a listing of valid values.

PAA

The six-character property accounting activity code identifies the UIC of the activity acquiring plant property when funds being charged are an OPN Allotment.

Cost Code

Used as the source of any information needed for the preparation of reports that require detail beneath the level identified in the remainder of the accounting classification code data.

Grantor UIC

The five-character UIC of the Grantor.

Billing Frequency

A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies how frequently the customer requests billing. Valid values are **Monthly**, **Quarterly**, and upon **Completion**.

Report Frequency

A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies how frequently the customer requests financial reporting. Valid values are **Monthly**, **Quarterly**, and upon **Completion**.

UIC Mail Code

A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies the address for hard copy billings and reports.

Performer Mail Code

The mail code that identifies the address of the person performing the work.

Hardcopy

A setting stored with the Grantor UIC Mail Code record in STARS-FL that identifies whether the customer requires a hard copy bill or report.

Carry Forward Reimbursable

Indicates whether unused reimbursable authorizations from a current fiscal year JON will automatically transfer to a new fiscal year JON that is being rolled over.

Job Order Number Maintenance Window Special Data Tab Objects

The **Special Data** tab is available for selection when the selected JON is for an O&MN RC and the JON **Accounting** tab has the **Housing, Public Works, Flying Hours, Plant Property, or Ships Maintenance** check box checked. The tab provides more information on these STARS-FL special reporting areas. Unless the related **Accounting** tab check box is checked, the related **Special Data** tab fields will be protected. After the JON has been exported to STARS-FL, the **Special Data** tab values will be protected unless the JON status is **Modified (In Error)** or **New (In Error)**.

The screenshot shows the 'Job Order Number Maintenance' window with the 'Special Data' tab selected. On the left is a list of JONs (e.g., 002010000001, 002010000002, etc.). The right pane contains a form with the following sections:

- Housing:** Category (dropdown), FG&ICQ (checkbox).
- Public Works:** Customer Activity Code (text), Equipment Group Code (text), DGT Line Number (text), Request Number (text), Ship Control (checkbox), UGAR Site (checkbox), UGAR Line (checkbox).
- Flying Hours:** Cost Category (dropdown), Equipment Code (text), ORO Code (text), Program Element (text).
- Plant Property:** Accounting Activity (text), Class Code (dropdown).
- Ships Maintenance:** Task Control Code (text), RATA Code (text).

Figure 10.14
Job Order Number
Maintenance Window
Special Data Tab

Housing Category

Identifies a housing type for the STARS-FL Housing Cost Report. Valid values are **Government-Owned Military Dwelling Units, Government-Leased Dwelling Units, and Noncategory**.

FG&ICQ

A code used on the STARS-FL Housing Cost Report that designates Flag General (FG) Officer and Installation Command Quarters (ICQ).

Public Works

Customer Activity Code

A locally assigned code that identifies an activity, activity component, unit, or organization associated with Public Works financial reporting.

Shop Control

A Public Works program code that can be used with the JON to identify individual jobs.

UCAR Site

Indicates the column on which costs are reported on the Public Works NC2127 Utilities Cost Accounting Report (UCAR).

Equipment Group Code

A Public Works program code used to categorize costs at a summary level above the cost account number for the Transportation Cost Report.

Equipment Code

The cost account number used by Public Works to categorize costs.

UCAR Line

A code that represents the line on which costs are reported on the Public Works NC2127 Utilities Cost Analysis Report.

BGT Line Number

The budget line number (BGT) on the Public Works NC2150 Maintenance Cost Analysis Report.

Request Number

A code the Public Works program uses on the NC2127 Utilities Cost Analysis Report.

Flying Hours**Cost Category**

This is the FASTDATA report type for plant property values **A, B, C, D, E, and F**.

Equipment Code

Indicates an aircraft code or an undistributed code for the Flying Hour Cost report.

ORG Code

A code used in the STARS-FL Flying Hour Cost report.

Program Element

A six-character code that indicates a more detailed breakdown of major programs used in the STARS-FL Flying Hour Cost report.

Plant Property**Accounting Activity**

Identifies the UIC of the property owner.

Class Code

The cost account number the Public Works program uses to categorize costs.

Ships Maintenance**Task Control Code**

A code used in the SUPSHIPS Manhour Usage Report.

RA/TA Code

Restricted Availability/Technical Availability (RA/TA) is a five-character code only SUPSHIPS uses for CINCLANTFLT technical operating budgets (TOBs) to further divide the task control code to provide for the accumulation and reporting of unscheduled RA/TA costs.

R **Job Order Number Maintenance Window Options**

- **Add a new JON**
- **Duplicate an existing JON**
- **Modify a JON**
- **Delete a JON**

■ **Steps for Adding a New JON**

1. Select **Job Order Numbers** from the **Process** menu. The Job Order Number Maintenance window will open. Existing JONs, if any, will be listed in the **Job Orders** list box.

Tip If you wish to view data on a particular JON, select the desired one from the **Job Orders** list box. Associated data will display on the Job Order Number Maintenance window **General Information** tab.

NOTE When you add a new JON, it becomes associated with the currently active RC. If you need to select a different RC for the new JON, do so before you open the New Job Order Number window by selecting **Change FY/QTR/RC** from the **Process** menu or select the **FY/QTR/RC** toolbar button; then select the desired RC.

2. Select the **File** menu **New** item or select the toolbar **New** button. The New Job Order Number window will open with the **General Information** tab selected by default.

Figure 10.15
New Job
Order Number
Window

- ☑ The New Job Order Number window also opens from the **Job Order Numbers** tab on the FA Maintenance and Site Maintenance windows when you select the **Add** button. Refer to Chapter 5 or Chapter 6.

The New Job Order Number window has four tabs that organize the JON data by the JON's RC type, as determined by the associated System Code. This code identifies the type of accounting functions with the type of accounting being performed. The specific values FASTDATA requires for a new JON are entered on the **General Information** tab. If you're adding a JON for export to STARS-FL, additional values are required to complete a JON. These values are entered on the remaining tabs, as appropriate. Aside from the values in drop-down lists, FASTDATA does not verify the validity of values you enter for STARS-FL purposes.

New Job Order Number

Enter the Job Order details:

General Information | Accounting | Grantor | Special Data

JON: J00280MP015

JON Description: REIMBURSABLE LABOR

Status: New (Incomplete) Expense Element:

Local Code: BA005

OPTAR: RW

Other Authorization: Other Close Date: 00/00/0000

Other Cost:

Labor Authorization: RW0020 Labor Close Date: 12/31/2000

Labor Cost:

Object Class Code: 000 Promote to Outyear: ☒

Export to Site: ☐ Export to STARS-FL: ☒

Save Close Help

Figure 10.16
Entering Data
on the New Job
Order Number
Window General
Information Tab

3. Enter the required 11-character, alphanumeric **JON**.
4. Enter the required **JON Description** of up to 25 characters.
5. If desired, select the optional **Expense Element** from the drop-down list. If the associated authorization is not a labor authorization, the **Expense Element** value cannot be **U**.
6. If desired, enter the optional five-character **Local Code**.
7. Select the required operating target from the **OPTAR** drop-down list.
8. Select the desired authorization ID from the required **Other Authorization** or **Labor Authorization** drop-down list. When adding a JON, you must designate at least one **Other** or **Labor Authorization**.
9. If desired, enter the optional corresponding **Close Date** for the selected authorization type: **Other** or **Labor**.
10. If desired, enter the optional three-character **Object Class Code**. The default value is **000**. Except for financial transactions affecting the international balance of payments, this value should remain zeroes.
11. If the new JON is for a single year, exclude it from the outyear process by unchecking the **Promote to Outyear** check box.
12. If you do not want to export the new JON to a site, uncheck the **Export to Site** check box.
13. If you do not want to export the new JON to STARS-FL, uncheck the **Export to STARS-FL** check box.
14. Select the New Job Order Number window **Accounting** tab. The contents of the tab, as well as required entries, depend on the type of JON you are adding.

For a new O&MN type JON, you must enter a value in the following fields:

- **Chargeable UIC**
- **Cost Account Code**
- **Reimbursable Grantor** (reimbursable JONs only)
- **Function**
- **Subfunction**
- **SAG**
- **PAA Code** (if the RC's appropriation ends in **1810** or the appropriation starts with **97** and ends with **0350** and the subhead is **ZABR**)

For a new RPN type JON, you must enter a value in the following fields:

- **Functional Account Number**
- **Reimbursable Grantor** (reimbursable JONs only)

For a new Allotment type JON, you must enter a value in the following fields:

- **PAA Code** (if the RC's appropriation ends in **1810** or the appropriation starts with **97** and ends with **0350** and the subhead is **ZABR**)
- **Chargeable UIC** (defaults to the RC's BCN)

For this example, you are entering a new JON for an O&MN Appropriation associated with a reimbursable OPTAR.

Figure 10.17
Entering Data on
the New Job
Order Number
Window
Accounting Tab

15. Verify that the required **Chargeable UIC** is the desired value.
16. Enter the required one-character **Function** and **Subfunction** codes.
17. Enter the required four-character **Cost Account** code.
18. Enter the required two-character subactivity group code in the **SAG** field.
19. If you wish to enter any additional optional data, enter the data in the applicable fields.
20. If applicable, check the desired check boxes.

21. If applicable, select the New Job Order Number window **Grantor** tab. To make the JON acceptable for export to STARS-FL, you must enter Grantor data if the new JON that you are creating is associated with a reimbursable OPTAR fund O&MN or RPN appropriation.

New Job Order Number

Enter the Job Order details:

General Information | Accounting | **Grantor** | Special Data

Reimbursable Grantor: 1829200RAT002P0105 AA

Segment Number: 1349 DCN: N0026100MP0105 ACRN: AA

Reimb Source: 8 - Funded Foreign Military Sales (FMS) Trust Fund

Service Code: 4 - Navy Funds Expire: 12/31/2002

Appropriation: 178242 SubHead: 1905 Object Class:

BCN: 68055 SA/DB Suffix: 5 AAA UID: 03449

Transaction Type: 20 Treasury Index: 00 PAA Code:

Cost Code: Grantor UID: 55038

Billing Frequency: Completion UIC Mail Code:

Report Frequency: Completion Performer Mail Code:

Hardcopy: ☐ Carry Forward Reimbursable: ☒

Save Close Help

Figure 10.18
Entering Data
on the New Job
Order Number
Window Grantor
Tab

22. Select the desired value from the **Reimbursable Grantor** drop-down list.
23. If applicable, select the New Job Order Number window **Special Data** tab. The tab is available for selection if you have checked any of the **Housing, Public Works, Flying Hours, Plant Property, or Ships Maintenance** check boxes on the **Accounting** tab.

The fields on the **Special Data** tab that you can access vary, depending on which check box is checked. For this example, the **Housing** check box on the New Job Order Number window **Accounting** tab has been checked.

The screenshot shows the 'New Job Order Number' window with the 'Special Data' tab selected. The window contains several sections for data entry:

- Housing:** Category: **H - Government Leased Dwelling Units** (dropdown), FGM/CQ:
- Public Works:** Customer Activity Code: , Shop Control: , UCAR Site:
Equipment Group Code: , Equipment Code: , UCAR Line:
BGT Line Number: , Request Number:
- Flying Hours:** Cost Category: , Equipment Code:
ORG Code: , Program Element:
- Plant Property:** Accounting Activity: , Class Code:
- Ships Maintenance:** Task Control Code: , RA/TA Code:

At the bottom are buttons for **Save**, **Close**, and **Help**.

Figure 10.19
Entering Data
on the New
Job Order
Number
Window
Special Data
Tab

24. Select the desired value from the **Housing Category** drop-down list. A value is required.
25. If applicable, enter any optional data.
26. Select the **Save** button. FASTDATA will inform you that the JON was successfully saved.

The screenshot shows the 'New Job Order Number' window with the 'Grantor' tab selected. The window contains the following data entry fields:

- JON: **N00280MP015**
- JON Description: **REIMBURSABLE LABOR**
- Status: **New (Complete)** (dropdown), Expense Element:
- Local Code: **BA005**
- OPTAR: **RW** (dropdown)
- Other Authorization: , Other Close Date: **00/00/0000**
- Other Cost:
- Labor Authorization: **RW0020** (dropdown), Labor Close Date: **12/31/2000**
- Labor Cost:
- Object Class Code: **033**
- Promote to Outyear: ☒
- Export to Site: ☐
- Export to STARS-FL: ☒

A message at the bottom states: "Job Order N00280MP015 was successfully saved." Buttons for **Save**, **Close**, and **Help** are at the bottom.

Figure 10.20
Saving a New
Job Order
Number

If you have more JONs to add, continue entering JON information and saving it.

27. Select the **FY/QTR/RC** toolbar button if you wish to add a JON under a different fiscal year or RC. The Change FY/QTR/RC window will open, allowing you to select the desired values. Select the **OK** button to close the Change FY/QTR/RC window. Add new JON data and save it, as applicable.
28. When you have entered all desired new JONs, select the **Close** button to close the New Job Order Number window.

Figure 10.21
New JON Data

The new JON data will display on the Job Order Number Maintenance window **General Information** tab. Note that the value displayed on the **Status** field is **New (Complete)**. Unless you have entered all required data for a JON, the associated **Status** will remain **Incomplete**.

■ Steps for Duplicating an Existing JON

Duplicating a JON lets you add a new JON that will contain much of the same information as an existing JON.

1. On the Job Order Number Maintenance window, select the JON you wish to duplicate from the **Job Orders** list box.
2. Select the **File** menu **Duplicate** item or select the toolbar **Duplicate** button. The New Job Order Number window will open, displaying the existing JON information with an empty **JON** field.



To duplicate an existing JON from the FA Maintenance window, select the desired FA ID from the **FA ID's** list box, select the **Job Order Numbers** tab, select the JON you wish to duplicate, then select the **Duplicate** button. Refer to Chapter 5.

☒ To duplicate an existing JON from the Site Maintenance window, select the desired Site ID from the **Site ID's** list box, select the **Job Order Numbers** tab, select the JON you wish to duplicate, then select the **Duplicate** button. Refer to Chapter 6.

3. Enter the **JON** and modify or add any other desired information.
4. Select the **Save** button.
5. Select the **Close** button to close the New Job Order Number window.

■ Steps for Modifying a JON

1. On the Job Order Number Maintenance window **Job Orders** list box, select the JON you wish to modify.

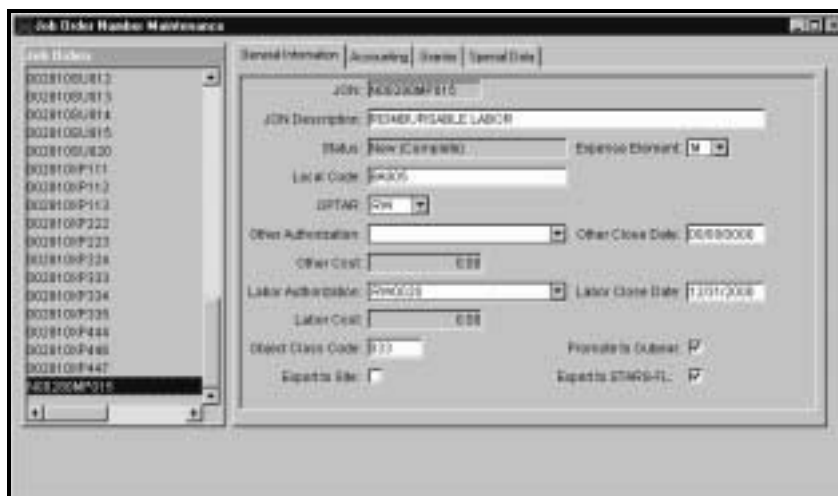


Figure 10.22
Modifying a
JON

2. Modify the desired fields.

The data fields you can modify depend on the type of RC the JON is associated with, the status of the JON, and whether the JON has been exported to the site or to STARS-FL.

3. Select **Save** from the File menu or select the **Save** button on the toolbar.

■ Steps for Deleting a JON

You cannot delete JONs that have been exported.

1. Select the JON you wish to delete from the **Job Orders** list box.
2. Select the **File** menu **Delete** item or select the toolbar **Delete** button. FASTDATA will ask you to confirm the deletion.

☒ To delete an existing JON from the FA Maintenance window, select the desired FA ID from the **FA ID's** list box, select the **Job Order Numbers** tab, select the JON you wish to delete, then select the **Delete** button. Refer to Chapter 5.

☒ To delete an existing JON from the Site Maintenance window, select the desired Site ID from the **Site ID's** list box, select the **Job Order Numbers** tab, select the JON you wish to delete, then select the **Delete** button. Refer to Chapter 6.

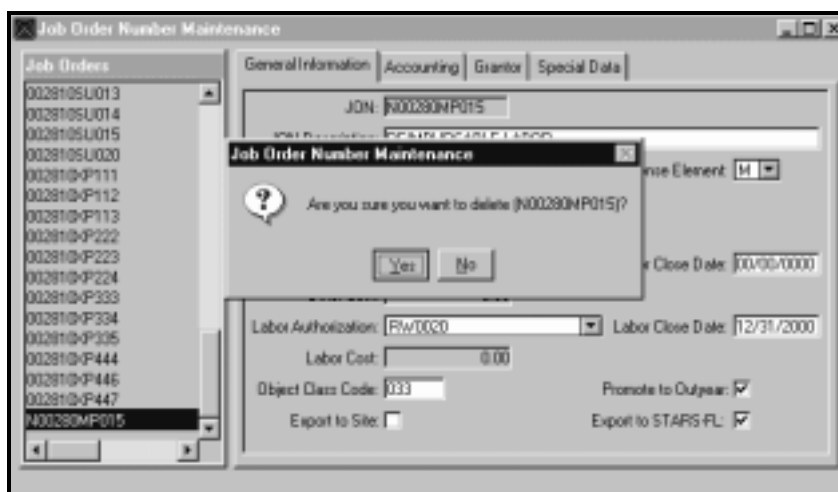


Figure 10.23
Deleting a
JON

3. Select the **Yes** button to confirm the JON deletion. The selected JON is deleted from the database.